DOCUMENT RESUME

ED 098 987 IR 001 372

TITLE	It All Began with Margaret.
INSTITUTION	Kansas Association of School Librarians, Wichita.
PUB DATE	31 Oct 74
NOTE	30p.
EDRS PRICE	MF-$0.75 HC-$1.85 PLUS POSTAGE
DESCRIPTORS	*Library Equipment; *Library Technical Processes; School Libraries
IDENTIFIERS	*Oliver (Margaret)

ABSTRACT

The Kansas Association of School Librarians has gathered together in this booklet practical information which is both an outgrowth of Margaret Oliver's creative imagination and a tribute to her. There are short descriptions, many illustrated, of useful library gadgets, administrative procedures, processing and maintenance ideas, and equipment--all of which can help provide a smoothly run library. (LS)

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STATEMENT

Margaret's desire to translate the theory of librarianship into practical, everyday, useful routines pervaded her philosophy of library service.

She was a self-admitted "browser" with an uncanny knack of ferreting out the right gadget (or thing), for the right task, at the right time.

It is impossible to fully communicate her legacy to our profession, but it is hoped that this publication will serve as a reminder that we can perpetuate her contribution. As Margaret would say, "Carry on the torch!"

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MARGARET OLIVER

Margaret Oliver contributed extensively to the remarkable growth of school library service in Kansas. President of Kansas Association of School Librarians, 1953-1954, she was one of the organization's hardest workers, a foundation builder, and a course setter. She gave searching consideration to many committee projects, followed by a steady, consistent, unrelenting drive. She had know-how that, she felt, was basic to all library service.

Before joining the Wichita Public School library staff in 1956, Margaret was a high school librarian in Pittsburg. She taught courses in library science at KSTC Pittsburg and later in Wichita.

A special interest of Margaret's was KLASS. She and her group of students were always enthusiastic participants.

Direct, forthright, and always imaginative, Margaret Oliver's wisdom, stability, and foresight helped build a strang KASL. For this we honor her; we will not forget.

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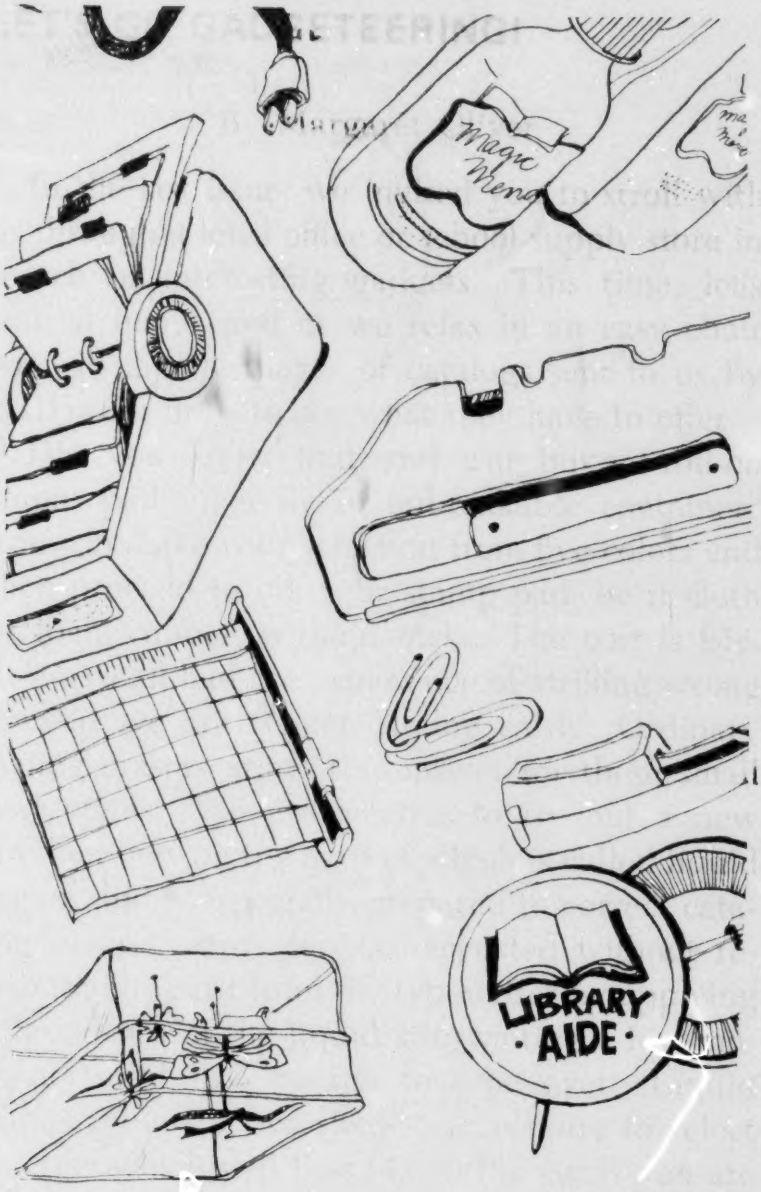

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GADGETS

To help avoid pricked fingers, a new dispenser pops up a single pin at a time when you push down on the cap--and the pin comes up head-first. To refill, one only has to remove the cap and insert pins with points down.

Magnetic paper clips may be used for notes on AV equipment or metal stacks.

A Clipit Cutter is great for clipping papers and magazines. It cuts the top sheet only and clips items neatly from the center of the page without cutting in from the edge. Extra blades are available.

The steel blade eraser is an excellent tool for light cutting as well as for precision erasing. Blades are replaceable.

Did you know that colored paper clips are available?

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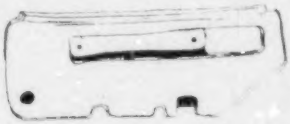
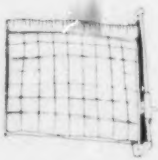
Single edge razor blades have many uses--removing the wrong laminated label from the spine of a book, making erasures on ditto stencils, clipping items from newspapers and magazines, and cutting Mylar tapes, to name a few. Be sure to get a handy razor blade holder for the blades.



A safety paper trimmer is not only "safe," but also useful for cutting irregular and odd shapes.



ADMINISTRATIVE

A discarded packing box located under or near the checkout desk is a great help in selecting books that need to be sent to the bindery. As books are checked back into the library, examine them quickly when replacing the cards. If they need rebinding, put them into the box right then.

Rapid Research Cards are useful to hurried researchers as a standardized "quickie" form to complete for bibliography and note cards.

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The labeling machines with five movements--repeat, consecutive, duplicate, triplicate, quadruplicate--allow a fast, efficient means of identification for a variety of cataloging, checking, and acquisition records.

Keep a publisher and producer address file on 3 x 5 catalog guide cards. These can be pulled and used as guide cards in the order file, and then refiled for later use. Some frequently used firms may demand duplicate guide cards.

Type a set of simple directions, divided into easy steps 1, 2, 3 on "how to use" your various pieces of AV equipment. Test the directions on a number of future users, and then modify (or expand) according to the reactions of the test participants. Place the directions under a clear plastic sheet (to keep clean) and fasten securely to the machine. If the equipment is too small for this, place the instructions in a clear plastic folder, or an envelope, and tie them securely to the hardware. If the equipment is bolted to a carrel, place direction page on the front of the carrel to one side of the hardware, so that the user may refer to it easily. This will save repeated explanations as to how a piece of equipment works. Furthermore, such directions, strategically placed, are bound to be reviewed more frequently than the lengthy, more detailed directions that come with the equipment from the manufacturer, and those who have just a general idea as to how something works are less likely to use the "trial and error" approach.

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Pin-on badges that say "Library Assistant," or whatever, for students to wear while on duty in the library, not only serve to identify the helper, but also take the place of the written pass when the assistant is sent on errands outside the library. An assistant with a badge is "official"! (Names can be changed on badges with a dymo labeler.)

Moving--rearranging? Write to our State Media-Library Consultant for a Facility Kit that makes it possible for you to try out your ideas before moving anything.

To update a bulletin board regularly, especially when short on time, use the TV section from your area newspaper to advertise the coming weeks' TV schedule. The reviews of sports events and "specials" give students an idea about the programs they are planning to watch. By separating the items and placing them in the same location on the board each week, students are able to get a "quick" view of the programs. This bulletin board is sure to be a real "attention-getter."

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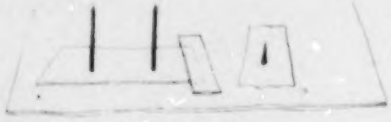
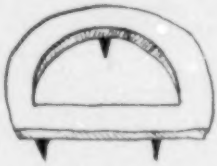
Use a talley counter to count library traffic and usage.

There is a way to display pictures without filling them with pin or staple holes. (A) Insert straight pins through short strips of cardboard and tape these (with masking tape) to the back of mounted pictures. When attached to the bulletin board, the picture will stand out from the background, giving a three dimensional effect. (B) A second option involves placing a flat-headed thumb tack in masking tape. The tape and tack are subsequently placed on the back of a picture and secured to the display board. In both cases, the picture remains unblemished by staples or tape, and the resulting display appears more "professional."





Administrative forms that save time and can be made up easily include post cards for ordering free and inexpensive materials, magazine check-out slips and overdue notices (usually 3x5), notes for teachers film booking orders, etc.

Place a special color card in front of each class division in your shelf list on which the number of books in the class is indicated. Add or subtract every time you add or pull cards, and you will have an "instant" inventory at all times. (Or use the same procedure on the section markers.)

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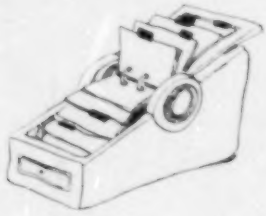
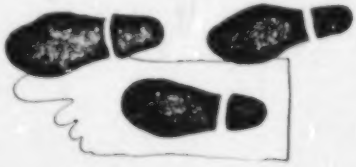
Highlighters can be used to differentiate accession numbers on shelf list cards to show local and federal expenditures.

If you need an index for the Vertical File, try using an open and rotary card file. In this portable file, cards are easily added or removed.



Shirt cardboard, or other heavy paper, makes wonderful footprint patterns of enormous size. Place them anywhere to lead the curious straight to a new collection, a display, a piece of equipment, or any other library feature. Write signs or slogans with a magic marker, saying such things as "follow me" on the footprints and cover the words with clear tape to preserve the writing. The trail of prints becomes a directed treasure hunt.



Make bright, lightweight cardboard sandwich boards for notes on desks and tables.

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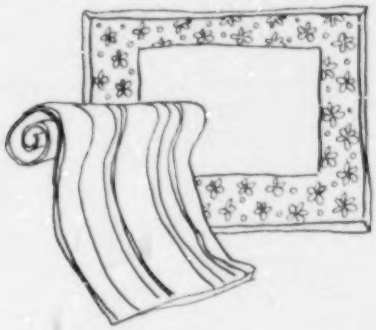
Use contact paper on light cardboard or corrugated backing for bulletin boards (created by students) that you think are very clever, and then, when you take them down, just roll them up to use another year.



Burlap, or cheaper printed material like calico, can be used as a backing for bulletin boards. Rolled masking tape adheres easily to these surfaces. Wallpaper also makes an attractive backing.

If you are tired of lettering a whole sign, only to smear the ink when you remove your guide ruler, just add two or three thumb tacks to the underside of your wooden ruler so that it won't come in direct contact with the paper. Non-Skid rulers of stainless steel with a slip-proof neoprene bonded to the back can also be purchased, with price depending on length.

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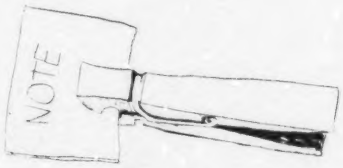
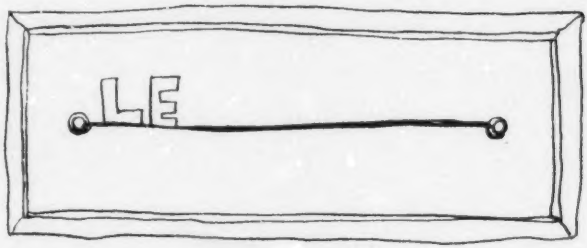
A good note holder for the circulation desk, or table display, may be created with an upended, bright oversized clothespin, or bill clip.



Having trouble making a straight row of letters on a bulletin board? Measure two spots, at beginning and end of lettering, the same distance from edge of board; then put in thumb tacks and run a string across.



Library push pins with large aluminum or plastic heads (in assorted colors) make attractive displays. Easy to use and inexpensive.

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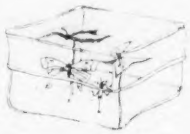
Need a bulletin board idea quickly? Keep an "idea" file. Use vertical file envelopes, a few subject headings and include material about almost anything: various holidays, graduation, school opening, book week, music, vacations, etc. Insert clippings from library publications, catalogs, advertisements, along with pictures of, or designs for bulletin boards you have seen and liked. When a student, teacher, or even you need a place to start, thumb through the files. "Voila!" There it is!

Plastic shoe and sweater boxes serve as convenient stroage, as well as circulation boxes, for realia from bird nests to delicate butterfly specimens. Transparent lids make an attractive base with the box providing a see-through display.



Use a camera to record favorite bulletin boards for a bulletin board "scrapbook." Or, if you prefer, record your successful bulletin board ideas with a 35mm slide camera.

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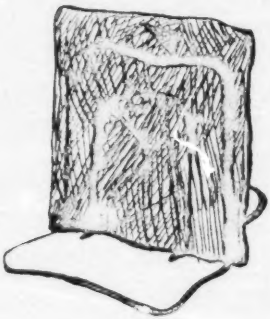
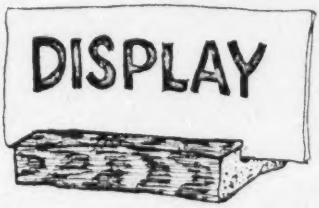
Use a cassette tape recorder to create a talking bulletin board. Tape several short book reviews, each two or three minutes in length, to correspond to a display of book jackets, or, if the books are available, place them in a three-dimensional-display. Number the books and the tape segments so that listeners may follow each review. Be sure to have several copies of the book on hand for ready circulation. as a "talking" board has a way of sparking student excitment in media.

Slip an envelope over a metal book-end for posters or notes.





Sign label holders can be made from a small block of wood with a groove cut in the top.

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PROCESSING AND MAINTENANCE

When duplicating cards and ink stays wet, slip cards between the pages of outdated Reader's Guides or Book Review Digests. The soft paper will absorb the excess ink. To avoid getting paste on the front sides of book plates, date due slips, etc., these and other superseded materials may again be put to good use. Just place each item to be pasted on a separate page and apply paste. Be sure to use a fresh page each time.

Stencil school's name on AV equipment with black or white enamel from spray can.

Use liquid paper to correct catalog cards. Small bottles are available in colors needed for Library of Congress cards, Wilson Cards, and/or standard card catalog stock. Thinner is also available as well as the standard white liquid for other typewritten copy.

When labeling book spines and you find some of those unnecessary things at the bottom of the spine such as publishers names, etc., which interfere with placement of call numbers, paint the spine with permanent magic marker. It dries quickly, and then you can place your numbers where you want them with a stylus and white tape.

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White plastic glue dries clearly and is excellent for coating spines for mending or protection. Just "paint on" with a paint brush. Coat inside of spines when broken, and coat end sheets. Line end sheet with wax paper (heavy duty is preferred for library usage over ordinary kitchen-style, although either kind will work). Close book and let dry after placing rubber bands around the outside of the book to hold together tightly. The wax from the paper will adhere to the glue as it dries and give extra support. When dry--in about 24 hours--take the rubber bands off and remove the wax paper. The paper may have to be torn out, but it is expendable.

Use the same glue to paint over typed labels on AV equipment, etc. It dries clearly, prevents smearing of type, and preserves the label longer. Brush on as needed; allow to dry thoroughly.

Anew "grip-action" Scotch tape Shelf Arranger is helpful in controlling the slipping and sliding of books, magazines, and files stored in a vertical or leaning position.

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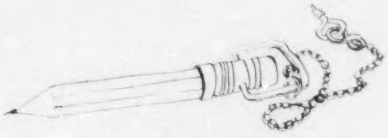
The cleaner available with labeling supplies is excellent for removal of difficult stains. It is particularly effective for gum removal.

And speaking of gum, a cooling spray in an aerosol can will freeze gum on the carpet so that it is easily removable, and if you want to remove it from pages of a book, just wrap the book in plastic and put it into the deep freeze. When frozen, the gum will peel off the paper. Ice cubes can also be used to remove chewing gum from furniture and from books that are needed immediately.

File usage manuals for AV equipment in the library and allow only photocopies to circulate with the equipment.

Do your pencils disappear frequently? Chain them at the circulation desk and card catalog.



Use clear contact paper to make color lifts on slides and transparencies and to smooth ruffled pages in front of books, such as unabridged dictionaries.

For soiled covers on books, try some very thinly diluted Gaylo Paste on a damp cloth and wipe the soil off the cover.

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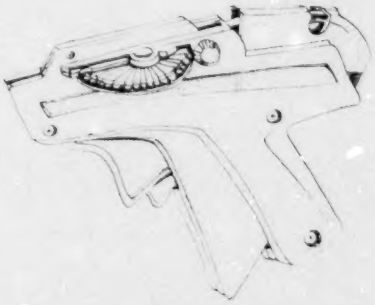
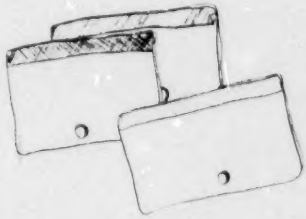
Bleach discarded 8mm and 16mm film with Clorox. The film can then be used by both teachers and students for classroom projects.

A tape embosser will let you print your own subdivisions--birds, insects, etc.--to put on the front of the shelves. The embosser is also useful for printing magazine titles to place on shelves in closed stacks, or other areas where you might store your back issues.



Small budget? Make your own color-banded cards by using a wide-tip felt pen.



To change call numbers on books, blot out the original ones with black "Kem-Tone" paint and then redo with stylus.

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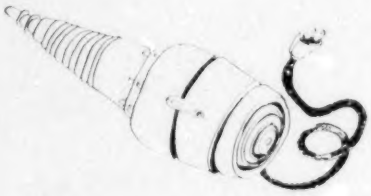
Have you tried the transparent Scotch tape for repairing spines of hard cover books? The label on the spine is clearly visible, or labels may be attached on the outside of the tape. Widths from $1\frac{1}{2}$" to 4" are available.

For easier and neater typing and printing on cards, use an electric eraser. A real time saver, too!



To clean stamp pads, rub with Magic Mend Scotch Tape (wrap it around your knuckles!). Wash band dater with soap and water, and let dry.

Black liquid shoe polish can be used to cover old lettering on the spines of books before remarking.

A bottle of rubbing alcohol has many uses in the media center. Mimeograph ink can be removed from equipment and the hands. Use before washing with water.

Colorful, plastic-covered pillows are great favorites of students to carry about for "sitting" purposes during their free reading or browsing periods.

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THINGS

Your busy secretary will appreciate a custom-made card stand. A metal book-end can be quickly converted into a typist's aid. Take the book-end to the school shop and ask that the metal be crimped as shown in the above diagram. Several catalog cards can be placed on the simple shelf-rest.

Custom made stamps can be utilized for property stamps and sources to save time when preparing vertical file materials.

A small vacuum (pixie) cleaner that has both blowing and suction capacity is very useful in the library, especially when cleaning AV equipment. Good, too, for getting the dust from the trays at the checkout desk.

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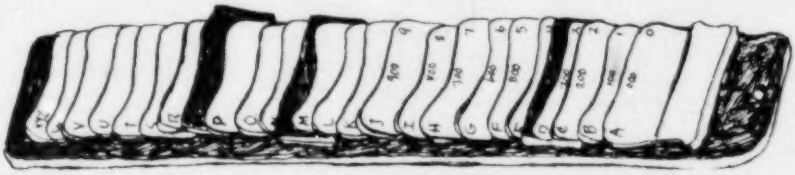
A recipe box file and 3 x 5 cards are handy for keeping records on equipment maintenance. Type a card for each piece of equipment with the model and serial numbers, place and date of purchase, and cost on it. Use the back of the card to enter dates cleaned or repaired, nature of repair, cost, and where the work was done. This reveals the machine performance--the ones that repeatedly act up, by "blowing" two or three bulbs in the same year, or breaking two or more lens from excessive heat, etc. The cards also serve as a basis for trade-ins, as a source for age, and indicate which items may have been missed for routine cleaning and other maintenance.

An excellent time saver and never-to-be-without item is the library card sorter. Be sure to get yours with plastic flippers.



An extension stapler can be used to do many jobs that a regular stapler can't do, such as to restaple periodicals, or your own publications that need to be stapled in the middle of a folding page.

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For professional looking signs, posters, and transparencies, invest in a little more expensive lettering kits. They require neither skill nor experience to use effectively. The guides are strips of high seasoned Pyralin, with a series of openings so designed that when the point of the lettering pen is moved in contact with the sides, letters and numbers are formed. Guides come in vertical Gothic letter style in a wide variety of sizes. Check art supply catalogs for these kits.

A Bulk Tape Eraser saves time by erasing reel, cassette, or cartridge tape in seconds without rewinding.

Have you discovered the many uses for the pressure-sensitive labels now available in the supply catalogs? They come in a variety of sizes on flat sheets for easy typing. Simply peel off and apply. The special synthetic material lasts much longer than ordinary paper labels, and they are available in either regular adhesive or extra-tacky adhesive.

Provide colored pens or pencils (all one color) at the circulation desk. Next year provide a different color. Tell at a glance if book was checked out in the current year and how many times.

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The National Center for Audio Tapes, University of Colorado, Boulder, Colorado 80302 has tapes available for all levels. You may send a tape and have one reproduced by them for your collection. You may also send materials to share with them. Their catalog is published every two or three years.

Old 16mm films can be obtained free from most rental libraries for use in teaching students and teachers to thread and practice running a 16mm projector.

If the media center has a collection of interesting slides of sports, animals, art, or travelogs, place them in an 850 model Kodak Carousel projector tray and set the automatic timer. Set up in a conference room, a cafeteria, or other places where your students gather. Have other trays ready for quick insertion as the interest heightens.

Laminate book covers, cut them in irregular shapes, and place in baggies for library jig-saw puzzles for the little ones.

Library orientation for entering classes and other new students is made more interesting and effective by the use of the tape recorder, along with slides and/or transparencies. The same procedure works well in the English classroom with the library units.

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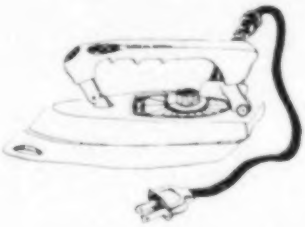
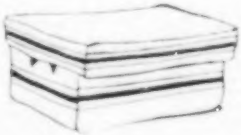
If you do not have a laminating press available, use an ordinary, electric iron at correct temperature. (Doesn't your home-ec department have an "old" or extra one?) The iron will also work for dry mounting, and even if you do have a larger press, it saves your heating it up for the smaller jobs. It is also handy to take to the classrooms for class projects.



Tote boxes have many uses--as "carry-alls" for librarians going between buildings, display boxes for records, packing boxes for children and teachers taking collections from the library to the classrooms, etc.



Place a rocking chair in the library browsing section. Rockers may be found in used furniture shops, at garage sales, in homes where furniture is sold because the owners are moving, or are refurnishing. The local want ad columns are a good source of such information. Perhaps your local high school woodworking shop might build a library rocking chair.

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A cardboard box, or inexpensive tool kit, small enough to fit into a desk drawer, is an invaluable aid to the busy librarian. Some of the items suggested for the kit, by those who have them, are small screw drivers (both standard and Phillips), single-edged razor blades, a pocket knife, Q-Tips, a small bottle of cleaning fluid (such as denatured alcohol), an equipment brush, etc. Minor repairs and adjustments may be made easily and quickly with such a kit.

Some basic lettering rules:

Lettering should be no smaller than 1/4" high
Plain gothic is more legible
Using lower case is more interesting than upper
Visibility standards:
1/32" is the minimum width for a line
1/4" for use in graphics
1/6" is minimum for pattern detail
1" for use in blackboard lettering

Finally, because one idea will spark another, try visiting other media centers, and don't become concerned if someone copies your favorite idea. Consider it the sincerest form of media center flattery.

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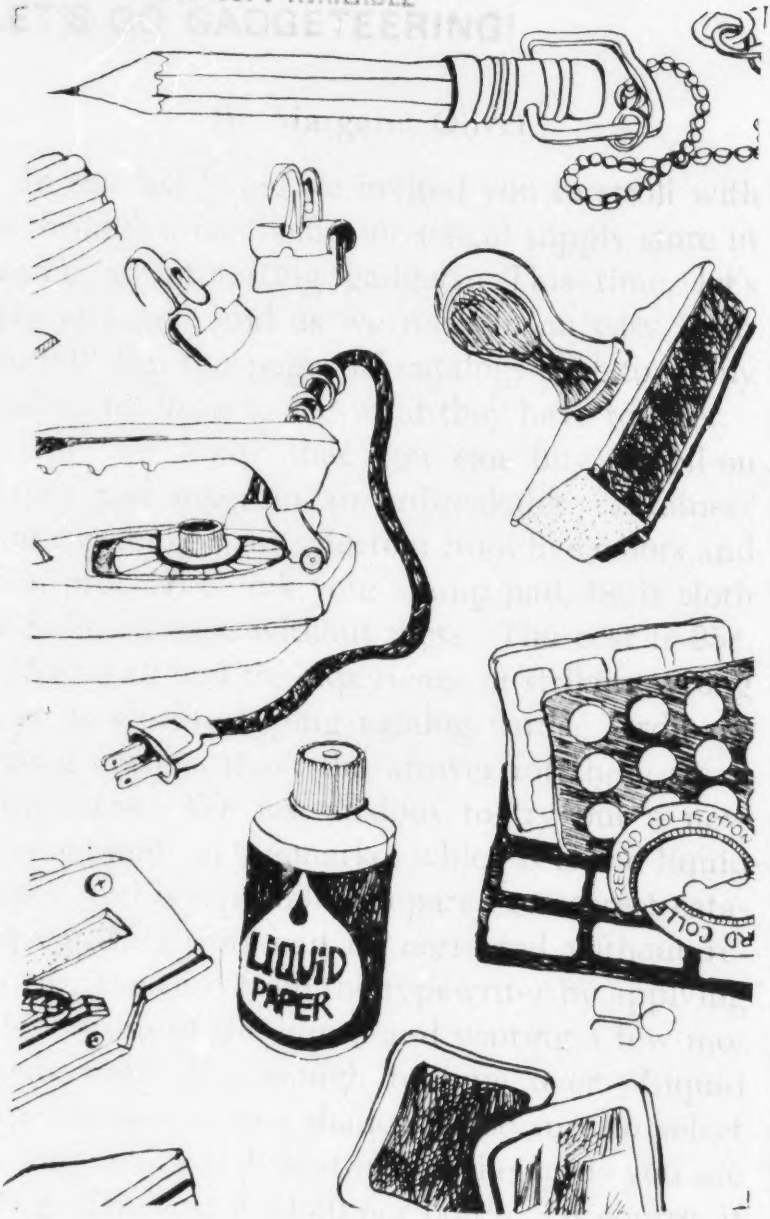

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Cover and Drawings - Donna Lee Ratzlaff, Columbus

Cover printed by Graphic Arts, Southeast Kansas
Area Vocational Technical School, Columbus

Prepared and produced by Office Education, SEK
Area Vocational Technical School, Columbus

Published October 31, 1974

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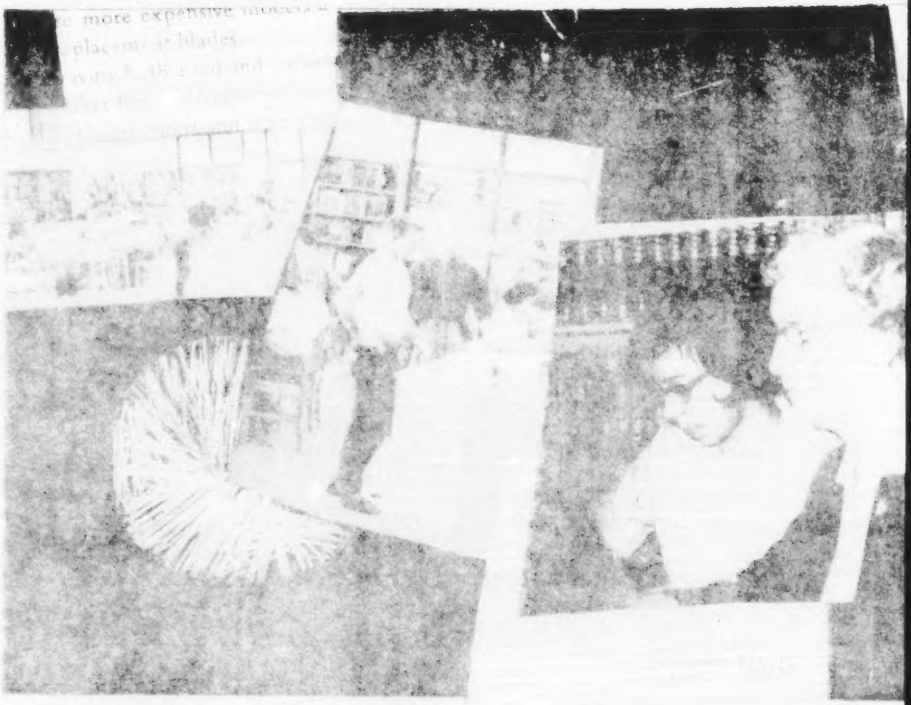

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